

CONTRACT ADMINISTRATION - Section 15

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| 1.0 | <i>Contract Administration for Aids/Grants</i> | <i>(FMP #54)</i> |
| 2.0 | <i>Required Standard Contract Language</i> | <i>(APB #117)</i> |
| 2.1 | <i>Contract Supplements</i> | |
| 3.0 | <i>Review of Contract Financial Provisions</i> | <i>(FMP #25)</i> |
| 3.1 | <i>Prepayment Criteria--Aids to Organization and Local Assistance Contract/Grants</i> | <i>(FMP #43)</i> |
| 3.2 | <i>Prepayments and Community Aids Contracts</i> | |
| 4.0 | <i>Standard Procedures for Developing, Issuing and Processing Aids Contracts</i> | <i>(APB #120)</i> |
| 4.1 | <i>State-generated CARS Adjustments--Required Supporting Documentation</i> | |
| 4.2 | <i>Sign-off on CARS Adjustments, Ratios and Schedules</i> | |
| 4.3 | <i>Contracts Required for Check Generation</i> | |
| 4.4 | <i>CARS Processing Based on Schedules in Lieu of Contracts</i> | |
| 4.5 | <i>Rush Pre-Contract Packet Review</i> | |
| 4.6 | <i>Sum Sufficient Profiles</i> | |
| 4.7 | <i>Lengthening Contracts</i> | |
| 5.0 | <i>CARS Close Out Procedures: Non-Municipal Contracts</i> | <i>(APB #116)</i> |
| 5.1 | <i>Processing Late Final Expenditure Reports</i> | |
| 5.2 | <i>CARS Processing: Cut-off for Calendar Year Reconciliation</i> | |

SUMMARY OF CONTRACT ADMINISTRATION

Proper contract administration is essential to assure that contract goals are met, non-performance is identified, payment problems are reduced, and audit resolution is simplified.

The following policies are established to assist in effective administration of contracts:

- !** ***Responsibilities for contract administration for grants for local assistance and aids to organizations is described in CONTRACT ADMINISTRATION 1.0.***

- ! *Required standard contract language for all aids contracts is contained in CONTRACT ADMINISTRATION 2.0. If a particular provision does not apply, a note should be made as to why the provision was not used. If language is added, a file note should be made describing the reason for the addition.*
- ! *General provisions for the review of contracts is described in CONTRACT ADMINISTRATION 3.0 and prepayment criteria are detailed in CONTRACT ADMINISTRATION 3.1 and 3.2. For payments made through the Community Aids Reporting System (CARS), see CONTRACT ADMINISTRATION 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, and 4.7 for submission of profiles, contracts, budget documents and expense reports to the Bureau of Fiscal Services.*
- ! *CARS close-out procedures are described in CONTRACT ADMINISTRATION 5.0, 5.1 and 5.2.*